



**Business and Leisure
Program Specialist**



Our Vision

Connected and thriving communities of lifelong learners.

Our Purpose

Empowerment through Learner-centred education and training.



Integrity:

We assess our practices openly and honestly. We learn from our mistakes and meet our commitments. We value integrity: our actions match our words (we walk the talk), and our work contributes to a greater whole (our sum is greater than our parts).

Inclusion:

We embrace the work necessary to create equity for all. We acknowledge painful histories, confront biases, change our policies and hold each other accountable.

Collaboration:

We embrace working together in partnership with each other, students and a wide range of stakeholders. We value bringing together a spectrum of expertise, backgrounds and perspectives which fuels a culture of creativity and innovation.

Innovation:

We do it the Community College way. Our success—and much of the fun—lies in developing new ways to do things.

Our Acknowledgement

WEA Co acknowledges the traditional custodians of the lands on which we work and learn. We pay our respects to Elders past, present and future. We are committed to creating safe and welcoming learning centres for First Nations people to flourish and grow as future community leaders.



Invitation from the **CEO / Principal**

Thank you for your interest in the Business & Leisure Program Specialist position at The Community College.

Communities are places where individuals feel connected, part of something bigger, or part of history. WEA Illawarra is the definition of community. Throughout its evolution since 1913, The Community College has been serving the community, by people of the community, at times when it matters most.



Natasha Osmond-Dreyer

This is an exciting time to be joining The Community College, as we are re-imagining learning spaces in which our students are in the driver's seat of their life and our educators co-create each student's unique learning journey with them, to achieve the student's own self-determined goals.

The Community College continues to focus in the areas of vocational education and training, leisure skills and life skills. Whether you are an individual or organisation looking to upskill your own employees' abilities and or creative/life passions, The Community College has been and continues to be there for you as a member of our community.

The Community College has been working hard on the next phase of what our students in the community need for the future, positioning ourselves to be agile in this new generation of education by clarifying our purpose and strengthening our teams in alignment with our purpose, values and charter.

I invite you to consider applying for this satisfying and rewarding role of Business & Leisure Program Specialist at The Community College. Come and join us...we are all on a learning journey together.

Natasha Osmond-Dreyer

CEO The Community College
Principal Novo Education Space



Who are we?

The Community College is part of WEA Co, a trusted community education provider with over 100 years of experience delivering inclusive, accessible learning across the Illawarra. We work alongside individuals, communities and industry to provide practical, relevant education that supports people at all stages of life. Our programs span accredited vocational training and non-accredited community and lifestyle courses, designed to build skills, confidence and pathways into employment, further study and meaningful participation in community life.

At The Community College, our purpose is to empower learners through education that is learner centred, flexible and responsive to community need. We recognise that adult learners bring diverse experiences, responsibilities and goals, and we design our programs to meet people where they are.

Many of our learners have faced barriers to education, employment or participation due to social, economic or personal circumstances. We are committed to creating learning environments that are welcoming, respectful and supportive, where people feel safe to learn, grow and reconnect with their strengths.

Our practice is grounded in inclusion, dignity and high expectations balanced with support. We work in partnership with trainers, employers, community organisations and government to ensure our programs are relevant, high quality and aligned with real world outcomes.





Our team

The Community College currently employs a number of trainers and assessors and tutors who are based in our Wollongong Campus or remotely across the Illawarra and Southern Highlands. To support our educators, we have dedicated administrative staff, program specialists and a corporate services team who ensure a smooth process for all of our students and educators across all accredited and non-accredited courses.

Our educators and administrative team are led by a dedicated Leader of Community College who as part of the WEA CO Extended Leadership Team oversee the operations of our adult educational streams. Our Extended Leadership Team is led by the Chief Executive Officer (who is also the Principal of Novo Education). The Community College is governed by the WEA CO Board.

We are a community-focused college, therefore the roles and responsibilities of staff and the way we work with each other, and our students is different to corporate Registered Training Organisations. We are here to make an impact on the lives of the community we serve, not ourselves. Our staff and students are all on a learning journey together and we work hard to make sure nobody gets left behind.





The Role

- Full Time permanent/fixed term position, commencing in February 2026 (Term 1).
- The role is classified under Schedule B of the WEA Illawarra Enterprise Agreement 2019 at Level 7 (\$83,866 - \$88,858 per annum*) depending on level of accreditation:
 - Plus, employer contribution to Superannuation (12%)
 - Plus, 17.5% leave loading*
 - Plus, Motor Vehicle Allowance (approved work journeys) **
- Reports directly to the Leader of The Community Collage.

Staff Benefits

As part of our commitment to staff wellbeing and professional growth, we offer:

- Salary Packaging of up to \$15,900 per annum***
- Meal Entertainment Card with a potential benefit of up to \$2,650 per annum
- Portable Device Packaging – package one eligible electronic device per FBT year (terms and conditions apply)
- Employee Assistance Program (AccessEAP) – confidential support for you and your immediate family
- Fitness Passport – access to a wide range of gyms and pools through our AISNSW membership
- Professional Development Days throughout the year

* This is the 2026 rates, effective 29 January

** These conditions are as per the WEA Co Enterprise Agreement 2019

*** Salary Packaging Available (WEA Co is a Public Benevolent Institution and as such can offer Fringe Benefits Tax exempt salary packaging up to \$15,900 per annum which has the potential to increase an employee's take home pay by reducing the amount of tax paid. Please note you should seek your own financial advice, and not take this as any form of financial advice.)

For further information and a confidential discussion regarding the position contact:

Dannelle Robson, Leader of Community Collage

E: dannelle@weaillawarra.com.au

M: 0401 681 225

Working With Children Check

This position is designated as child-related employment. In accordance with the Child Protection (Working with Children) Act 2012 and the Child Protection (Working with Children) Regulation 2013, candidates will need to have a valid and current Working With Children Check (WWCC) clearance for paid employment as a condition of employment. Application for a WWCC Clearance can be made by visiting the Office of the Children's Guardian website.

<https://ocg.nsw.gov.au/working-children-check>

National Police Check

WEA Co may require the preferred candidate to undergo a National Police Check to determine suitability for employment for the position, after the interview and prior to commencement.

People with a Disability

If you are successful at gaining an interview and need anything to assist you at the interview please discuss this with the selection panel convenor.

Adjustments at Work – Rights of People with a Disability, Pre-existing Illness, or Injury

It is WEA Co's policy to make reasonable adjustments in the workplace to meet the needs of people with a disability, illness, or injury. Adjustments may include changing aspects of the workplace or the job so that employees with a disability, illness or injury can use their skills effectively and candidates can compete based on their capabilities. If you are identified as the preferred candidate for a position you will be required to complete a Pre-Employment Health Declaration to disclose if you have a disability, pre-existing illness, or injury. The Declaration will assist us in understanding your capacity to safely carry out the inherent requirements of the position and consider any reasonable adjustments that may be required. The primary purpose of this declaration is to assist WEA Illawarra to ensure that no person is placed in an environment or given tasks that will result in physical or mental harm. It is not the intention of the

Pre-Employment Health Declaration to deny a person employment solely because of disability, illness or injury.

Privacy Information Collection Notice

We collect, use, hold and disclose personal and sensitive information in accordance with the Privacy Act 1988 and the Australian Privacy Principles (APPs). A copy of our Privacy Policy is available by contacting WEA Co at 50-56 Auburn Street (PO Box 1472) Wollongong NSW 2500, or on 02 4226 1622, or e-mailing info@weaillawarra.com.au. In expressing your interest for this position you will be providing WEA Co with personal information.

If you provide us with personal information, for example, your name and address or information contained on your resume, we will collect the information in order to assess your expression of interest for employment. We may make notes and prepare a confidential report in respect of your expression of interest. We may keep this information on file if your expression of interest is unsuccessful in case another position becomes available.

WEA Co's Privacy Policy contains details of how you may complain about a breach of the APPs or how you may seek access to personal information collected about you. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others. We will not disclose this information to a third party without your consent.

We may be required to collect information about you in relation to certain criminal offences to meet our obligations under Child Protection laws.

WEA Co may store personal information in the "cloud", which may mean that it resides on servers which are situated outside Australia.

If you provide WEA Co with the personal information of others, e.g., referees, we encourage you to inform them that you are disclosing that information to us and why, that they can access that information if they wish, and that WEA Co does not usually disclose this information to third parties.

How to Apply ?

At WEA Co, we appoint candidates based on merit aligned to the selection criteria outlined in the Position Description. To ensure your application is eligible for consideration, please ensure it includes all four of the following components.

1. Cover Letter (Maximum 1 page) Please include:

- Your full name
- Your contact details (email and mobile)
- The position you are applying for
- Whether you are available for a temporary role, permanent role or both
- Your current notice period

Then, take the opportunity to tell us:

- What interests you about working with The Community College at WEA Co
- How you see yourself contributing to our purpose, values and community focus

This is your opportunity to help us get to know you beyond your CV, including what motivates you, what matters to you, and how your approach aligns with our work in adult and community education.

2. Curriculum Vitae. Your CV should give us a clear picture of your:

- Education and qualifications
- Current role and responsibilities
- Previous relevant work history

Your CV will be used to assess the Selection Criteria Education and Experience and Selection Criteria Other, as outlined in the Position Description.

3. Referees (Minimum 2 required) Please include:

- Referee's full name
- Mobile phone number and email address

At least one referee should be a current or recent manager. By listing your referees, you are giving us permission to contact them at any stage of the recruitment process.

How to Apply ?

4. Selection Criteria Response (Maximum 4 pages) Referring to the Position Description, please respond to the scenario below to demonstrate your knowledge and skills.

Scenario: Please describe a time you led the end-to-end design and delivery of a vocational program in business or finance, or a non-accredited lifestyle or leisure course. Use this example to demonstrate how you meet the Knowledge and Skills criteria, considering the following areas where relevant:

- Identification and validation of community or learner need
- Program design decisions, including skills or units, delivery mode and assessment approach, and alignment with funding or contract requirements where applicable
- Stakeholder engagement, including industry consultation, marketing or community partners and referral pathways
- Compliance and quality controls implemented, including trainer and assessor credentials, assessment validation, funding obligations and work health and safety considerations
- People leadership actions, including recruiting, inducting or mentoring trainers or tutors, and approaches used to support learner engagement, retention and satisfaction
- Outcomes achieved, including enrolments, completions, learner feedback or compliance results, and reflections on improvements for future delivery

Application submission

- Please submit your application as a single PDF document, with all required components combined into one file.
- Your full name and contact phone number must be included in the header or footer of each page.
- When saving your application, please use the following file name format:
 - FirstName_LastName_BusinessProgramSpecialist_Application.pdf

Email your application to people@weaillawarra.com.au and address it to "Giovanni Vilella (Manager People and Culture)".

Please be sure to include everything from the "How to Apply" checklist.

Applications will be accepted until 11.59pm on Sunday, 1 February 2026

Applications will be reviewed as they are received, and suitable candidates may be contacted prior to the closing date.

Only those applicants successful in gaining an interview will be contacted by phone.

If you are not successful in progressing to interview, you will not receive any further contact from us, as the volume of applications for positions is always very high, and we are not able to respond to each unsuccessful applicant.

THANK YOU FOR YOUR INTEREST IN **The Community College**



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Wollongong NSW 2500